

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Minutes of Meeting

November 18, 2013

Members of the State Board for Career and Technical Education met at 10:00 a.m. CST on Monday, November 18, 2013, in the Peace Garden Room, State Capitol, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Mr. Darren Brostrom, Member
Mr. Jeff Lind, Member
Mr. Tim Mairs, Member
Ms. Debby Marshall, Vice Chair
Ms. Val Moritz, Member
Mr. David Richter, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Curt Dahme, Marilyn Orgaard, Kelly Scholl, Kelly Pierce, Kathy Holle, Larry Sebastian, Doug Vannurden, Paul Keidel, and Carrol Burchinal were also present.

Dr. Duchscherer welcomed the board and audience members.

CONSIDERATION OF OCTOBER 14, 2013 MINUTES – Mr. Lind moved and Ms. Moritz seconded to approve the minutes of the October 14, 2013 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT – Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended October 31, 2013, reporting that the total budget expended is in line with the time elapsed.

Following a brief discussion, Ms. Marshall moved and Mr. Mairs seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Kutzer distributed and presented an overview of the process and results from the Strategic Planning Session with CTE Administrators, reporting that Dr. Marv Erhardt coordinated the process and provided the draft report to Mr. Kutzer recently.

Mr. Kutzer reviewed excerpts from the session and reported that he will be meeting with staff on the process to get their input. A report, which will include viewpoints from CTE Administrators and staff will then be provided to the board at the January meeting for their input.

Discussion was held on the term “CTE” and who will be responsible for the activities. Mr. Kutzer responded that it will be a combined effort of staff and CTE Administrators, with the agency taking the lead role but all working in appropriate areas; such as, CTE Administrators working locally with their legislators for legislative funding.

A question was raised as to whether the legislature is willing to listen to discussions on funding increases.

Mr. Kutzer responded that he feels the legislature may be willing to increase funding, based on the results of a survey of the Interim Education Finance Committee, which consists of 21 members, who were surveyed on their preferences for the use of state money and how each state dollar should be divided up and spent at the local level.

Mr. Kutzer reviewed the survey results (buff sheet), reporting that CTE ranked third and fourth, respectively.

Staff Update –Mr. Curt Dahme, Finance and Budget Administrator, will be retiring, effective January 31, 2014 and Mr. Wade Kadrmas, Information Technology Supervisor is resigning as of December 31, 2013. Both positions are currently being advertised.

The board thanked Mr. Kutzer for his report.

FY 2014 REVISED BUDGET – Mr. Kutzer reviewed the FY 2014 Revised Budget (blue sheet), reporting that there are very few plans outstanding which should not affect the budget. The General Fund Appropriation is split 50/50 for each year of the biennium and Carl Perkins funding is \$4,766,773, including carryover funds.

Mr. Kutzer reviewed the revised expanded and new program requests, totaling \$43,607, reporting that the expansions are for programs that expand two or more periods. Mr. Kutzer recommended approval of the FY 2014 expanded and new program requests.

Following a brief discussion, Mr. Mairs moved and Mr. Richter seconded to approve the FY 2014 Revised Budget, including the Expanded and New Program requests as recommended by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye
 Ms. Moritz – aye
 Mr. Lind – aye
 Ms. Marshall – aye
 Mr. Richter - aye
 Mr. Brostrom - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

BUSINESS AND OFFICE TECHNOLOGY STANDARDS AND NEW COURSE

FRAMEWORKS – Ms. Kelly Scholl, Business & Office Technology Supervisor, presented this report, stating that she and Ms. Marilyn Orgaard, Curriculum and Standards Specialist, met with a committee consisting of CTE administrators, secondary and postsecondary instructors to review standards, curriculum, pathways, coursework and proposals.

The committee felt that it was important to define a purpose, provide relevant courses to secondary students to prepare them to be college and career ready and to eliminate duplication. The following recommendations were made by the committee: eliminate Business Math because math concepts are integrated in other areas; combine the Electronic

Presentation topics and student performance expectations in the Multimedia course; and rename Introduction to Business to Business Fundamentals.

Ms. Scholl briefly reviewed the proposed revised frameworks and proposed course changes, which include: Business Finance; Business Fundamentals; Entrepreneurial Accounting; Forensic Accounting; Global Management; Management I; Management II; Multimedia; and Operations Management.

The proposed changes to the Business Management and Administration Pathways were also reviewed.

Following discussion, Ms. Scholl recommended approval of: revisions to the standards; new courses; revised courses; and, frameworks documents, effective for the next school year (2014-15).

The board commended Ms. Orgaard, Ms. Scholl and the committee for their outstanding work in providing clear information.

Mr. Lind moved and Ms. Marshall seconded to approve the revisions to the standards, the new courses, the revised courses and frameworks documents, effective for the next school year. The roll call vote was as follows:

Mr. Lind – aye
 Ms. Marshall – aye
 Mr. Richter - aye
 Mr. Brostrom - aye
 Mr. Mairs - aye
 Ms. Moritz – aye
 Dr. Duchscherer – aye

The motion passed unanimously.

CAREER DEVELOPMENT STANDARDS AND ROADS TO SUCCESS

CURRICULUM ALIGNMENT – Ms. Kelly Pierce, Supervisor of Career Development & Career Advisors, presented this report.

Ms. Pierce reported that a committee of Career Development counselors met to review and propose updates to the standards, stating that the committee agreed to adopt the ASCA standards with career development programs emphasizing the career domain; and to use the National Career Development Guidelines as a resource.

Ms. Pierce then reported on the Roads to Success Curriculum Alignment document, which is not a required curriculum, stating that there is a link to it on the RUReady website for easy access.

Discussion was held on training, when Roads to Success became available, and whether schools are being surveyed. Ms. Pierce responded that all educators can attend the training and that it became available in January/February, 2013. Ms. Pierce also reported that because this is connected with the Succeed 2020 Grant, it is assumed that they will be gathering data on it.

Following a brief discussion and Ms. Pierce's approval recommendation, Ms. Moritz moved and Mr. Richter seconded to adopt the ASCA standards with career development programs emphasizing the career domain; and to use the National Career Development Guidelines as a resource. The roll call vote was as follows:

Ms. Moritz - aye
Mr. Richter - aye
Mr. Mairs - aye
Mr. Lind – aye
Ms. Marshall – aye
Mr. Brostrom - aye
Dr. Duchscherer – aye

The motion passed unanimously.

STEM MATCHING GRANT RFP – Mr. Kutzer reviewed the STEM Innovation and Integration Matching Grant RFP (purple sheet), reporting that Mr. Don Fischer is the contact for CTE.

The legislature provided \$150,000 for the biennium to encourage more businesses to participate in STEM. The grant is a dollar for dollar match, up to \$15,000 for each proposal.

Following a brief discussion, Mr. Kutzer responded that he will report back to the board with updates.

AUTISM & INFORMATION TECHNOLOGY GRANT RFP – Mr. Kutzer reviewed the draft RFP (yellow sheet) and reported that the Autism Spectrum Disorder Grant is a legislative initiative that was sponsored by Senator Flakoll. The draft proposal is currently being reviewed by Vocational Rehabilitation and others and should be going out in the next couple of weeks. The grant will be used in the second year of the biennium. Mr. Kutzer will provide a final report to the board.

Following discussion, it was determined that the correct deadline date should be December 31, 2013.

The board thanked Mr. Kutzer for his report.

RUREADYND UPDATE – Ms. Kathy Holle, Career Resource Network Supervisor, presented this report, stating that the career resources have been around for over 30 years. The most recent name is RUReadyND.com, previous to that it was Careerware and then Choices.

RUReadyND.com was purchased through the Bank of North Dakota and CTE promotes training through the Career Resource Network Coordinators. The workshops being held across the state have been well attended this year. The CRN coordinators will go out to schools that request training as well.

The RUReady platform was recently updated and available in August. There have been glitches; however, things are improving and the enhancements will benefit students. There are also good reporting features.

Ms. Holle reviewed the RUReadyND.com handout and explained the new features and the division of activities, which are clearer on the new site.

Discussion was held on the new site and whether the data is tied to the State Longitudinal Data System (SLDS). Ms. Holle responded that it would be ideal to go into SLDS to access information but, at this time, she is unsure how much is available.

Discussion was held on the auto load process and the issues that have occurred.

Ms. Holle briefly reviewed the Career Outlook Magazine, reporting that several agencies are involved with providing the information in the magazine which is published once a year. The magazine contains valuable information for what a student needs to plan for their future.

The board agreed that it is a good, quality magazine that is a valuable tool and thanked Ms. Holle for her report.

FUTURE SBCTE MEETINGS – The December board meeting will be held teleconference at a date to be determined.

The January board meeting will be held Tuesday, January 21, 2014.

The February board meeting will be held Tuesday, February 18, 2014.

A Joint Boards meeting has been tentatively set for Wednesday, February 19, 2014.

The meeting adjourned at 11:39 a.m.

Respectfully submitted,

SBCTE Chairperson